



January - April 2017

Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections, the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records may be unavailable intermittently during the finalization process for any payroll.
Employees with error conditions during the finalization process may not be paid.

Requisitions are posted to CMCS by 7 am. Agencies should submit their CMCS requisitions by 11 am.
Beacon will charge back any bank fees incurred due to late or rejected CMCS requisitions.

The payroll/time wall date is updated on employee records
the morning after finalization for biweekly and monthly employees.

January 2017							February 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 New Year's Day	3 Time Entry COB	4	5	6 0401 PY Corrections	7				1	2	3 0403 PY Corrections	4
8	9 Time Entry COB 0401 PY Corrections	10 0401 PY Finalization BWD 11/5/16	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0401 Pay Day 0402 Period End	14 0403 Period Begins	5	6 Time Entry COB 0403 PY Corrections	7 0403 PY Finalization BWD 12/3/16	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0403 Pay Day 0404 Period End	11 0405 Period Begins
15	16 Martin Luther King Day	17 Time Entry COB	18	19	20 0101 PY Initialization 0402 PY Corrections	21	12	13 Time Entry COB	14	15	16	17 0102 PY Initialization 0404 PY Corrections	18
22	23 Time Entry COB 0101 PY Corrections 0402 PY Corrections	24 0101 PY Corrections 0402 PY Finalization BWD 11/19/16	25 0101 PY Corrections CMCS Reqs Posted	26 0101 PY Finalization MWD 12/01/16 CMCS Reqs Submitted	27 CMCS Reqs Posted 0402 Pay Day 0403 Period End	28 0404 Period Begins	19	20 Time Entry COB 0102 PY Corrections 0404 PY Corrections	21 0102 PY Corrections 0404 PY Finalization BWD 12/17/16	22 0102 PY Corrections CMCS Reqs Posted	23 0102 PY Finalization MWD 01/01/17 CMCS Reqs Submitted	24 CMCS Reqs Posted 0404 Pay Day 0405 Period End	25 0406 Period Begins
29	30 Time Entry COB CMCS Reqs Submitted	31 0101 Pay Day 0101 Period End					26	27 Time Entry COB CMCS Reqs Submitted	28 0102 Pay Day 0102 Period End				

March 2017							April 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0405 PY Corrections	4							1
5	6 Time Entry COB 0405 PY Corrections	7 0405 PY Finalization BWD 12/31/16	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0405 Pay Day 0406 Period End	11 0407 Period Begins	2	3 Time Entry COB 0407 PY Corrections	4 0407 PY Finalization BWD 01/28/17	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0407 Pay Day 0408 Period End	8 0409 Period Begins
12	13 Time Entry COB	14	15	16	17 0406 PY Corrections	18	9	10 Time Entry COB	11	12	13 0408 PY Corrections	14 Good Friday	15
19	20 Time Entry COB 0406 PY Corrections	21 0406 PY Finalization BWD 01/14/17	22 0103 PY Initialization CMCS Reqs Posted	23 0103 PY Corrections CMCS Reqs Submitted	24 0103 PY Corrections 0406 Pay Day 0407 Period End	25 0408 Period Begins	16	17 Time Entry COB 0408 PY Corrections	18 0408 PY Finalization BWD 02/11/17	19 0104 PY Initialization CMCS Reqs Posted	20 0104 PY Corrections CMCS Reqs Submitted	21 0104 PY Corrections 0408 Pay Day 0409 Period End	22 0410 Period Begins
26	27 Time Entry COB 0103 PY Corrections	28 0103 PY Finalization MWD 02/01/17	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0103 Pay Day 0103 Period End 0407 PY Corrections		23 0104 Period End	24 Time Entry COB 0104 PY Corrections	25 0104 PY Finalization MWD 03/01/17	26 CMCS Reqs Posted	27 CMCS Reqs Submitted	28 0104 Pay Day 0409 PY Corrections	29